

HHB ☐

25X1A

INSTRUCTION SHEET

25X1A

Destroy current HHB ☐ and insert the HHB ☐ dated
reflects procedure for providing employees an
The revision/features a change in the/accounting of escrow leave.

25X1A

25X1

for ☐ Minor editorial changes are also included in the text.

DISTRIBUTION: A
2B (Finance, Personnel, and Communications)
4B

Administrative - Internal Use Only
When separated from attachments

25X1

C-O-N-F-I-D-E-N-T-I-A-L

Approved For Release 2002/06/14 : CIA-RDP82-00357R000200010002-1

HHB



25X1A

LEAVE FOR SPECIAL SITUATIONS

DISTRIBUTION: A
2B (FINANCE, PERSONNEL, AND COMMUNICATIONS)
4B

Approved For Release 2002/06/14 : CIA-RDP82-00357R000200010002-1

25X1

C-O-N-F-I-D-E-N-T-I-A-L

C-O-N-F-I-D-E-N-T-I-A-L

Approved For Release 2002/06/14 : CIA-RDP82-00357R000200010002-1

PERSONNEL

III B ☐
CONTENTS

25X1A

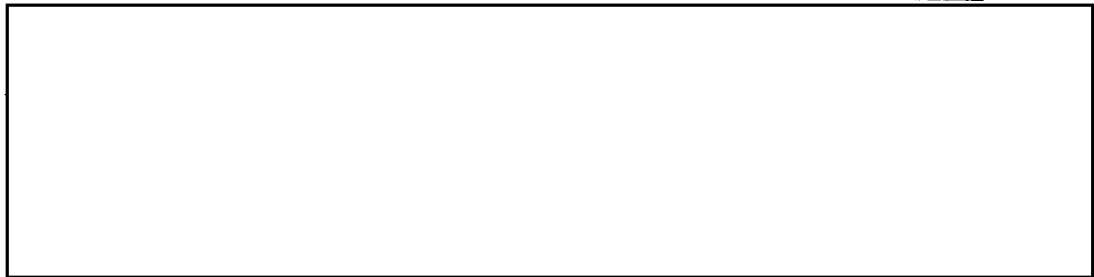
CONTENTS

Paragraph

Page

1.

25X1C4A



2.

STAFF PERSONNEL UNDER NONOFFICIAL COVER

a. EXCESS USE OF LEAVE

b. EXCESS ACCUMULATION OF LEAVE

Approved For Release 2002/06/14 : CIA-RDP82-00357R000200010002-1

C-O-N-F-I-D-E-N-T-I-A-L

25X1

25X1C4A

Approved For Release 2002/06/14 : CIA-RDP82-00357R000200010002-1

Approved For Release 2002/06/14 : CIA-RDP82-00357R000200010002-1

PERSONNEL

HHB ☐

25X1A

25X1C4A

2. STAFF PERSONNEL UNDER NONOFFICIAL COVER

a. EXCESS USE OF LEAVE

Staff personnel under nonofficial cover accrue leave in accordance with HHB ☐ Such personnel will not be charged for leave taken in excess of Agency entitlement if the Operating Official concerned certifies that such leave was taken because deviation from the practice or policy of the cover facility would impair security.

25X1A➔

b. EXCESS ACCUMULATION OF LEAVE

When an employee under nonofficial cover is precluded from taking annual leave which would otherwise be forfeited under the provisions of HHB ☐ because deviation from the practice or

25X1A➔

PERSONNEL

HHB

25X1A

policy of the cover facility would impair security, ~~the Director~~ will be placed
~~of Personnel may authorize retention of the excess leave/in a~~
established in accordance with the following procedure.
 suspended leave account.

(1) Establishment of Suspended Leave Accounts

- (a) When all reasonable means to permit the use of an employee's excess leave have been explored and found unsatisfactory for cover and security reasons, the Operating Official ^{that} concerned may forward a request to ~~to~~ establish a suspended be established leave account to the Director of Personnel. The request, in triplicate, will state the amount of leave to be credited to the employee's account and the circumstances which preclude the use of such leave.
- (b) If the Director of Personnel approves the request, two copies will be forwarded to the Office of Finance and one copy returned to the Operating Official. If the Director of Personnel does not approve the request, the Operating Official will be so informed.

(2) Administration of Suspended Leave Accounts

- (a) Requests to add excess annual leave credits to an established suspended leave account must be individually processed as prescribed in paragraph (1) above. The excess of ~~an employee's~~ organization Agency leave entitlements over ~~his or her cover/facility~~ employee's leave entitlements will not be credited automatically to the suspended leave account. ^{The} ~~Employees~~ must present proof that cover or security

C O N F I D E N T I A L

Approved For Release 2002/06/14 : CIA-RDP82-00357R000200010002-1

PERSONNEL

III B ☐

25X1A

~~use of the~~
prevented ~~them from using their full~~ Agency entitlements.
A desire to "save leave," personal financial limitations,
or similar reasons, are not valid justifications for an
employee's failure to take leave. No employee who
voluntarily fails to take the maximum leave authorized by
the cover facility can claim that cover or security
reasons prevented the taking of excess Agency leave.

- (b) At the close of each leave year, the Office of Finance
will provide Operating Officials a record, in duplicate,
of current balances in suspended leave accounts
→ established for employees under their jurisdiction. The
Operating Official will use the record to indicate for
each account whether the employee continues to have cover
→ which justifies continuing a suspended leave account. If
the employee no longer has such cover, the Operating
Official will indicate the date of change in cover and
ensure the employee is informed of the requirements of
paragraph (3) below. A copy of the record will be
returned to the Office of Finance.

(3) Liquidation of Suspended Leave Accounts

- (a) The suspended leave account will be liquidated as soon
as practicable after the employee is removed from the
~~its establishment.~~
cover which required ~~it.~~ Beginning with the first leave
→ year after removal from such cover, the employee must
annually use no less than twenty percent of the ~~final~~

CONFIDENTIAL

Approved For Release 2002/06/14 : CIA-RDP82-00357R000200010002-1

PERSONNEL

HIB ☐

25X1A

→ accumulated leave balance in the account at the time of removal. Any portion of this annual twenty percent not used will be forfeited at the close of the leave year.

(For example, at the end of the first leave year any unused suspended leave over eighty percent of the final balance in the account will be forfeited; at the end of the second year, any unused suspended leave over sixty percent of the final balance will be forfeited, etc.)

- (b) The employee's supervisor will report suspended leave used to the Office of Finance by memorandum attached to Form 764, Duty Status Report, or Form 20, Time and Attendance Report, whichever is submitted for the period. The memorandum will indicate the days and hours of leave taken and be signed by the supervisor and by if the employee/~~who~~ ~~is~~ no longer under nonofficial cover. Neither the

memorandum nor the Duty Status Report to which it is attached will be signed by or shown to an employee who

→ remains under nonofficial cover (see HIB ☐ Suspended leave reported will be omitted from the Duty Status Report or Time and Attendance Report.

25X1A

- (c) Notwithstanding the limitations on lump-sum leave payments stated in HIB ☐ payment for the current balance of an employee's suspended leave account will be made from confidential funds in a lump sum when the employee is separated from the Agency.

25X1A

5
Approved For Release 2002/06/14 : CIA-RDP82-00357R000200010002-1

25X1

CONFIDENTIAL

25X1

Approved For Release 2002/06/14 : CIA-RDP82-00357R000200010002-1

Next 6 Page(s) In Document Exempt

Approved For Release 2002/06/14 : CIA-RDP82-00357R000200010002-1